

# State of Nevada AGR: Animal Industry Division: Livestock Identification

Version Date: 6/10/2015

## **1992710 Astray Animal Report File**

Description: This record series contains reports of livestock running at large upon public or private lands in Nevada whose owner is unknown (NRS Chapter 569, 1991). The file may contain: (1) Astray Report, (2) Notice of Seizure, (3) Appointment of Keeper, (4) astray checklist/worksheet, (5) notice of astray animal, (6) financial information, and (7) related correspondence and similar information.

Retention: Retain for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

## **2003077 Brand Inspection Certificate File**

Description: This record series is used to inspect brands and marks on grazing animals pursuant to NRS 565.100 to 565.170, inclusive, and NAC Chapter 565. Brand inspection includes, but is not limited to, a careful examination of each animal, details on sex of the animal, identified brands, marks and other characteristics, and is signed by an authorized agent of the department and the owner (or authorized representative). The file may also include the Auction Yard Master Sheet, Slaughter House Inspection Master Sheet, clearance certificates, related correspondence and similar documents.

Retention: Retain these records for ten (10) calendar years from the end of the calendar year in which the brand certificate and/or transportation permit expired.

Disposition: Destroy

## **1992702 Brand or Mark Re-recording File**

Description: This record series contains the Brand Renewal Notice used to rerecord brands or marks pursuant to NRS 564.010 to 564.150, inclusive.

Retention: Retain these records for a period of five (5) calendar years following the expiration date.

Disposition: Destroy Securely

## **1992701 Brand or Mark Recording File**

Description: This record series contains information used to record brands or marks, including temporary, pursuant to NRS 564.010 to 564.150, inclusive. The file may contain, but is not limited to: (1) Livestock Brand Recording Applications, (2) Brand Recording Authorization, (3) Affidavit for Distinct and Separate Livestock Unit, (4) Livestock Security Agreement; and (5) related correspondence and similar material.

Retention: Retain these records for a period of five (5) calendar years following the expiration date.

Disposition: Permanent: Transfer to State Archives

## **1992703 Brand or Mark Transfer File**

Description: This record series contains information used to transfer brands or marks pursuant to NRS 564.010 to 564.150, inclusive. The file may contain, but is not limited to: (1) Livestock Brand Bill of Sale and/or Transfer of Title, (2) supporting legal documents, (3) related correspondence, and similar material.

Retention: Retain these records for a period of five (5) calendar years following the effective date.

Disposition: Permanent: Transfer to State Archives

## **1992715 Investigative Case File**

Description: This record series contains investigative case files compiled by livestock investigators in the conduct of investigations of reported or suspected cases of livestock theft, violations or irregularities. The file may contain, but is not limited to, a variety of documentation relating to the incident, such as: officer's report; voluntary statement; waiver of rights; verified theft complaint; citation and bail schedules; road checks; investigative notes; related correspondence.

Retention: Retain these records for three (3) calendar years after closure of case.

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Retention: Retain these records for three (3) calendar years after closure of case.

Disposition: Destroy Securely

### **2015011 Livestock Assessment/Head Tax Program**

Description: This series is used to assess the average annual inventory of livestock, to include stock cattle; dairy cattle; horses, mules and asses; hogs and pigs; goats; sheep and weaned lambs, for taxation purposes (NRS 575.080 – 575.230). The record may include but is not limited to: assessment form, and related correspondence.

Retention: Retain for six (6) years from the end of the fiscal year in which the assessment was submitted.

Disposition: Destroy Securely

### **1992704 Livestock Brand and Mark Card File**

Description: This record series contains the Livestock Brand Cards (3 x 5) maintained pursuant to NRS 564.010 to 564.150, inclusive. The card contains, but is not limited to: owner information; brand or mark name; a drawing (exact, except as to size); notation if lost to record with date; and similar information.

Retention: Retain these records in the legal custody of the department as long as administratively useful.

Disposition: Permanent: Transfer to State Archives

### **1992711 Livestock Railroad/Highway Kills File**

Description: This record series contains the reports of livestock killed on railroads and highways. The file contains, but is not limited to: (1) Officer's Report of Livestock Killed by Railroad, and (2) Highway Kill Report.

Retention: Retain these records for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

### **1992706 Special Permit File**

Description: This record series contains the information used to issue special permits pursuant to NAC 565.030. The files include, but are not limited to, applications submitted with supporting documentation for: (1) pasture to pasture permit (intrastate), (2) special ranch permit, (3) extraordinary permit, (4) annual horse transportation card, (5) lifetime horse permit, and (6) related correspondence, and similar material.

Retention: Retain these records for a period of three (3) calendar years following expiration date.

Disposition: Destroy